



- CITY OF BIGGS -
PLANNING DEPARTMENT STAFF REPORT

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DATE: March 19, 2012
TO: Honorable Mayor and Members of the City Council
FROM: Scott Friend, AICP City Planner
SUBJECT: Department Activity Report – February / March

DEPARTMENT ACTIVITY SUMMARY – February / March

On-Site Contract Staff Days/ Agency Meetings / Code Enforcement Activity:

- Monday, March 12th – Code Enforcement (field work)
- Tuesday, March 6th – Staff Meeting / Code Enforcement (field work)
- Friday, March 2nd – BCAG Meeting re: HCP/NCCP and SCS Projects

Major Projects Activity and Update Report:

1. *General Plan 2035 Update:*
PMC has completed the draft Notice of Preparation (NOP) and Project Description and has submitted the draft materials to the City Administrator for review. PMC anticipates that the NOP will be released during the week of March 26-30 and will pursue the scheduling of a Project Scoping Meeting during in Mid-April. PMC has also initiated the effort to draft the DEIR for this effort. Pursuant to the Schedule for the EIR, it is anticipated that it will take 5-6 months to prepare the draft EIR for the project.
2. *Sixth Street Bridge Replacement Project:*
PMC and the City have now completed the CEQA/NEPA compliance and approval process. As a result of the successful completion of the environmental process, the City Engineer is once again the lead staff member for the project moving forward. However, PMC will continue to support this effort on behalf of the City through the completion of the permitting and mitigation monitoring process.
3. *Sunwest Milling Warehouse Expansion Project:*
On Thursday, March 8th, the Project Engineer for Sunwest submitted a partial site plan application seeking approval of the full project (all phases). At this time, the City of Biggs has only approved project Phases 1a and 1b. It is anticipated that a full application will be submitted by the time of the City Council meeting and staff will immediately work on the preparation of a final "full project" site plan approval letter.
4. *Fence Code – Code Amendment Discussion and Direction re: Decorative Fences*
See separate staff report in this month's meeting packet for details.

5. *Marijuana Cultivation Ordinance Review – Code Amendment Discussion and Direction*

See separate staff report from the City Attorney in this month's meeting packet for details.

Monthly Department Activity Report:

1. *Applications / Planning Services Activities:*

Applications: None

Planning Services Activities:

- Meeting with BCAG Staff regarding the Butte Regional HCP/NCCP document Chapter 7 – Funding and Cost and the Sustainable Communities Strategy (SCS) Plan.
- Continual coordination with Butte County re: Building Services Contract. It is currently anticipated that the City will be getting a revised contract for review during the week of March 26-30.
- The City Planner has provided information to four (4) interested parties concerning the City's pending fence code modifications; has fielded one (1) call in regard to the City's pending Code changes addressing the cultivation of marijuana; has fielded one (1) call in regard to a zoning setback question for an accessory building; and, has handled three (3) calls requesting information about the costs associated with the construction of new single family dwellings in the City.
- The City Planner provided information about the potential need for the installation of curb, gutter and sidewalk improvements for activities associated with the renovation of two houses on the south side of B Street between 10th and 11th Streets. Staff indicated to the interested party that no curb, gutter or sidewalk improvements would be required if the proposed activities were only related to the renovation of existing units and did not include the division of land or new construction.
- PMC continued to support the City's effort to evaluate options for the modification of the City's wastewater treatment plant to allow for land discharge opportunities. PMC continues to work with the City Engineer to identify the technical studies and support information that will be necessary to initiate the environmental review process in support of this effort.

2. *Citizen Contact / Information:*

- PMC provided information to three (3) citizens regarding the City's proposed fence code and addressed one (1) inquiry concerning the activities of Butte County and the potential impacts of their proposed General Plan amendment project on the City.

3. *Butte County Building Permit Issuance Coordination:*

- No building permits were issued in the City of Biggs during the reporting period.

4. *Code Enforcement: General*

During the reporting period of this Council communication, PMC has continued to provide an average of eight (6-8) hours per week of Code Enforcement services to the City of Biggs. As was conveyed to the City Council by the City Administrator previously, Nicole has been on leave for the past two weeks. During that time, the City Planner has taken on the responsibility for Code Enforcement activities. Nicole will be returning to work on Tuesday, March 20th.

PMC has issued 7 Code Citation letters during the past two week period. In addition, the City Planner has personally spoken with four (4) other property owners, who did not get a formal citation letter, about the condition of property. Staff has noticed that the normal Spring weeds are starting to grow already and staff is beginning to track those properties that already have overgrown or un-kept conditions present. Additionally, the City Planner has noted and conveyed to the City Administrator, the presence of three vehicles in the public right of way that may or do require action by the police department.

Attachments:

None